Indiana Department of Revenue

Departmental Notice #4
September 1, 2007
Form Specifications for Software Developers

This document does not meet the definition of a "statement" required to be published in the Indiana Register under IC 4-22-7-7. The purpose of this document is to provide software publishers with guidelines for the production of computer generated substitute state tax forms.

It is the policy of the Indiana Department of Revenue to follow all guidelines set forth in Internal Revenue Publication 1167 and in Indiana law 45 IAC 15-3-3. However, the Department would like to emphasize the following points:

1. **Software developers wanting to reproduce Indiana tax forms must register with the Forms Management Coordinator at the Indiana Department of Revenue.** To do this, complete the registration form online through our Web site at http://www.in.gov/dor You can access the form by following these links:

Software Developers
Electronic Forms Area
Registration Form

2. **All software developers must submit to the Forms Management Coordinator a comprehensive list of forms you support in your software package(s).** If your company uses forms created by another vendor, you do not have to submit your forms for approval.

However, if you reproduce forms including an OCR-A extended scanline or 2-D Barcode you must still submit those forms for approval.

3. **On October 15, 2007, the Department will make available individual and corporate forms for Tax Year 2007 on the secured "Forms Area" of the Web site. Form updates (corrections) will be made through October 31, 2007.** The Department may post additional final forms in this area as needed after October 1.

4. The username and password for this area will be changed annually on September 1. This information will only be made available to those software developers and contact persons who register. The Department will not disclose the username and password or forms approval status except to the contact person(s) of each registered software company.

5. **Individual and corporate forms for Tax Year 2007 and trust tax coupons for tax year 2008, must be submitted for approval between October 1, 2007 and February 29, 2008.** During this time period, forms will be approved within 10 business days of receipt. *After February 29, the Department cannot guarantee the same turn-around time.* If forms are not approved, taxpayers must be informed your substitute forms were not approved.

6. **Most "controlled documents" with OCR-A scanlines may not be reproduced. For Tax Year 2008, the only "controlled" forms that may be reproduced and approved are as follows:**

FAB-103
FT-QP
IT-40 ES
IT-6
IT-9
MVR-103
PFC
ST-103
ST-103P
WH-1

For the above coupons, 10 copies with "dummy" data are required, including unique scanlines, variable dollar amounts and tax period ending dates. *Please read the specifications regarding coupon layout found on the secured Web site.*

7. **To receive approval for computer generated substitute forms, you must submit copies of forms to the Forms Management Coordinator.** The Forms Management Coordinator may request "dummy" data if necessary for approval purposes after reviewing initial submissions. You may submit PDF files via e-mail for approval. You may do so provided the PDF files contain accurate and identical data to what you supply in the software package. Forms must be submitted to:

U.S. Mail: Zachary Wade
                  Forms Management Coordinator
                  Indiana Department of Revenue
                  Indiana Government Center North
                  100 N. Senate Avenue – Room N201
                  Indianapolis, IN 46204

E-mail: forms@dor.in.gov

8. For informational purposes only, you may request selected controlled forms. The Forms Management Coordinator may make those forms available to you upon request. If the Department receives any controlled forms we cannot process, we will return them to the taxpayer. They must then re-file using the correct form. The Department will notify the taxpayer they are using unapproved software.

9. The forms must state the correct dollar amounts. Forms which require cent amounts must have the decimal present in the dollar amount ($00,000.00). If the dollar amount is rounded off, a decimal point and zero fill is required.

10. You must format your forms correctly. Forms should show ½" margins, all lines, line numbers, boxes and instructions as contained in Indiana tax returns; the arrangement must be identical. All shaded areas should be duplicated. You should duplicate all white spaces for keying purposes. The only exception to this is on "scannable" forms. Boxes that contain areas for individual characters do not require individual hand-constraint boxes, as shown below:

Can be:

| | 2,1 7,2,0 0,0 | | 1,234,567.89 |

11. You must submit substitute forms on paper of similar weight, size and texture used by taxpayers to submit their returns.

12. **Forms must meet the proper printing requirements to provide all details described above.** Forms printed with Laser or DeskJet quality are preferable. Forms printed on dot matrix will be approved by the Department.

13. The Department will not certify software developers participating in the Electronic Filing (ELF) program until their forms, or forms vendor, have completed the forms approval process for all Individual Income Tax forms required for Electronic Filing.

14. The Department will not certify software developers participating in the 2-D Barcode program until their forms, or forms vendor, have completed the forms approval process for all tax forms they are supporting for the 2-D Barcode program.

15. **All forms submitted for approval must contain the software company's unique 4-digit vendor code assigned by the National Association of Computerized Tax Processors (NACTP).** The vendor code must appear below the lower left-hand margin on all standard 8 ½ x 11 forms. The Department captures the vendor code during returns processing. The vendor code must appear on every page of every form that a software company develops. The Department will grant no approval if the vendor code is not present. **If needed, Jamie Stiles will assign your vendor code. You may reach him by calling (828) 524-8020 x 5833, or at jstiles@dnet.net**

16. **The Department will provide updates and special instructions for each tax year as "News Flashes" in the Software Developer's area of the secured Web site.** The responsibility rests on the software developer to check this section for updates in a timely manner. Information will also be distributed to all registered software developers and contact persons via e-mail.

17. **Software developers are to notify the Forms Management Coordinator as soon as an error in their software package(s) has been identified after the first release of their product(s).** You must also notify the Department of the date that you sent an updated release of your software to amend the errors. The Department must have this information in order to intercept potential problems these errors could cause during processing. The Department can then discern whether the software developer, tax practitioners or taxpayers involved need to be notified accordingly.

18. **Information regarding approved and disapproved software will be made available to taxpayers upon request.** The Department reserves the right to disapprove all forms submitted from a software developer found to be selling a product which violates any of these

specifications. The Department will also make that information public knowledge until the violation(s) have been resolved.

19. It is your responsibility to update contact information by using the registration form when changes occur. You must update the contact information whether it is additional contact persons or mailing information. All registrants will be placed on an e-mail distribution list through which information will be distributed as needed.

20. The Department reserves the right to deny participation in any program if a company is required to be registered to do business in the state, but is not registered, or if a company has any outstanding tax liabilities with the state. If this is the case, the Department will inform the company's contact person.

Any questions regarding this document and other software developer inquiries should be directed to the Forms Management Coordinator:

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John Eckart
Commissioner
Indiana Department of Revenue